

DSCC OFFICE OF COUNSEL (DSCC-G)

NOTE: Category definitions for Wartime functions are listed: WAR / MOBILIZATION FUNCTIONS CATEGORY CODES (Codes are identified on the right hand side of each entry)

CATEGORY A	Functions continuing as an essential requirement during a Mobilization / General War situation.
CATEGORY B	Functions discontinued during a Mobilization / General War Situation, requiring immediate re-implementation after initial Emergency in order to perform essential missions.
CATEGORY C	Functions discontinued during a Mobilization / General War Situation, to be re-implemented when resources and capabilities Permit or when directed.
CATEGORY D	Functions performed only during a Mobilization / General War situation.

MISSION:

Acts as the principal advisor and assistant to the Commander and all staff elements in the provision of legal advice and legal services for the Defense Supply Center Columbus (DSCC); represents the Commander and staff on all legal matters; provides professional control and guidance to field legal elements. Furnishes legal support and services to designated DLA/DOD tenants at DSCC. Acts as an integrated element within the Defense Logistics Agency Office of General Counsel furnishing legal services and product to the Director, staff elements and field activities of the Defense Logistics Agency.

FUNCTIONS:

1. (CAT A) Performs legal research incident to and provides opinions and recommendations concerning the development, analysis, and implementation of Command's plans, systems and operations.
2. (CAT A) Assists in the formulation of acquisition policy and procedures, throughout the preparation of contractual documents, including specifications and inspection procedures, in the negotiation of contracts, and in the determination and enforcement of DSCC contractual rights and obligations. Participates as the legal team member when requested in material management and DSCC acquisition initiatives. Provides legal advice and services to other DOD and DLA activities as assigned by DLA-GC, as agreed to, and for nonappropriated fund activities.
3. (CAT A) Reviews solicitations and proposed awards for legal sufficiency.

4. (CAT B) Analyses the legal impact of proposed legislation, regulations or policies; reviews and interprets provisions of new and existing laws, regulations or policies; reviews and assists in the drafting of the implementation thereof.
5. (CAT B) Assists in answering inquiries relating to, and investigations performed by, Congressional committees.
6. (CAT B) Assembles facts, advises and prepares reports relative to improper conduct of offenders, contractors or Government personnel. Prepares complete, accurate and legally sound responses to Congressional inquiries on contract matters.
7. (CAT A) Assembles facts, advises and prepares reports relative to bankruptcies. Represents Command in matters relating to contractor insolvencies and bankruptcies.
8. (CAT B) Assembles facts, advises and prepares reports and recommendations to higher authority for agency suspensions/debarments of contractors/individuals. Represents the Commander in meetings and hearings before the DLA Special Assistant for Contracting Integrity.
9. (CAT B) Pursuant to the DLA Fraud and Affirmative Remedies Program, examines matters involving potential contract and employee personnel fraud, violations of antitrust laws or other improper conduct by offenders, contractors or employees, and violations of conflict of interest laws and regulations. Refers matters, which merit investigation, to the appropriate investigative agency. Monitors progress of investigation; provides legal, administrative and technical support and initiatives further action in the matter as warranted, including reports and recommendations to higher authority for debarment or suspension and referral to the Department of Justice for possible civil recovery litigation. Represents DSCC in Program Fraud and Civil Remedies Act referrals and cases, including hearings.
10. (CAT A) Acts as the authorized representative of the Commander to grant permission for bidders to withdraw their bids where mistakes are alleged and proven before award. Recommends that requests for correction of bids submitted to DLA be either permitted or denied. Reviews requests for relief under Public Law 85804 and either recommends relief or denies the request.
11. (CAT A) Advises and prepares the Center's position as to offeror or contractor protests to the General Accounting Office. Advises and prepares Center's position on formal agency level and contracting officer level informal protests. Represents DSCC before the GAO in any hearing or conference called by GAO.
12. (CAT A) Reviews all actions that may result in terminations for convenience or default and excess cost assessments, and all Contract Disputes Act Claims prior to contracting officer's decisions.
13. (CAT A) Prepares, processes and tries appeals before the Armed Services Board of Contract Appeals. Assists Justice Department Attorneys in all phases of disputes, appeals or claims going to the U.S. Claims Court or the Court of Appeals for the Federal Circuit. Acts in an "of counsel" or co-counsel capacity.
14. (CAT A) Assists in all phases of cases brought before the U.S. District Court involving claims, requests for Temporary Restraining Orders, Preliminary and Permanent Injunctions, Bankruptcies, etc. Handles the trial of many issues in these Courts when requests by the U.S. Attorney; acts as A Special Assistant U.S. Attorney in selected matters.

15. (CAT A) Acts in the capacity of a Special Assistant U.S. Attorney pursuant to established guidelines; functions as the prosecuting attorney in the cognizant United States Magistrate's Court; and assists an assigned U.S. Attorney in prosecuting agency cases before the U.S. District Court.
16. (CAT A) Advises and renders reports as to labor disputes and the impact thereof on the DSCC mission.
17. (CAT B) Reviews grievances and EEO Complaints, Reports of Investigation and Notices of Proposed Disposition in personnel matters; is Management's Representative at hearings on these matters before the EEO Commission, the Merit System Protection Board, grievance arbitrators, the Federal Courts, the Federal Labor Relations Authority and Impasses Panel, and the Ohio Unemployment Compensation Boards.
18. (CAT A) Reviews and renders advice on all cases involving suspension, demotion or removal of an employee.
19. (CAT A) Provides ADR services in personnel, contract, labor, environmental, tort and other matters of concern within and outside of DLA, providing parties the opportunity to resolve disputes without resort to litigation or administrative hearings. Examples of matters to be resolved include grievances, adverse actions, discrimination complaints, labor/management impasses, construction/supply/service contract disputes and city/state/federal issues.
20. (CAT B) Confers with legal representatives of DOD, DLA, and other Federal, State and municipal authorities, offerors, and contractors on legal matters and questions.
21. (CAT B) Assists in the review of proposed Center Interservice Support Agreements (ISAs).
22. (CAT B) Advises the Claims Officer relative to tort claims and Reports of Survey.
23. (CAT B) Advises the Disbursing Officer whether real estate expenses claimed are "reasonable and customary" under Joint Travel Regulations.
24. (CAT B) Provides legal advice and performs required functions, including service as Deputy Standards of Conduct counselor, under the "Standards of conduct" program. Reviews SF Form 450 and 450As, Confidential Financial Statement, submitted by DSCC employees. Provides Standards of Conduct briefings to DSCC employees on an annual and periodic. Responsible for legal matters arising under the Procurement Integrity and Ethics Reform Acts and similar legislation.
25. (CAT A) Provides legal advice and action required under Freedom of Information Act and Privacy Act.
26. (CAT A) Responsible for assembling facts and preparing reports and recommendations to higher authority on cases referred by the Office of Special Counsel pursuant to the Civil Service Reform Act, Public Law 95-454, as amended.
27. (CAT C) Acts as advisor to Commercial Activities Program in developing Performance Work Statements, Quality Assurance Provisions, cost comparisons, personnel impact considerations, the solicitations for competitive bids/proposals, evaluation as to successful party (contractor/Government) appeals made to DLA Headquarters and/or Federal court actions.
28. (CAT A) Advises Command, Directorates and major staff offices on legal matters concerning the establishment and implementation of systems for internal controls

29. (CAT A) Approves the release of official information in litigation and testimony by DSCC personnel as witnesses.
30. 30.(CAT A) Provides, or arranges for provision by the military department, legal assistance to active duty military personnel assigned to DSCC.
31. (CAT C) Serves as legal member of duly constituted boards, panels or committees.
32. (CAT A) Exercises supervisory and professional authority over subordinate personnel providing legal services to the Commander.
33. (CAT A) Acts as principal intervenor between congressional staffs and the serviced Commands, as requested, to facilitate timely and responsive resolution of any issues of concern to Congress.
34. (CAT C) Acts as a member of a Command's corporate board of directors. Makes legal and business judgments, participates in formulating an organization's strategic plan, and helps carry out an organization's mission/goals/strategies.
35. (CAT A) Remains constantly aware of changes in the nature and quality of legal services required by serviced DLA activities in the Columbus area and takes appropriate action to shift resources to meet changing requirements.
36. (CAT A) Performs special assignments when requested by the head of a DLA activity in the Columbus area. These assignments will normally relate to matters of special concern to the head of an activity or to matters outside the general area of expertise of the legal section servicing that activity.
37. (CAT A) Advises and assists in the preparation of applicable policies, clauses and format relating to the acquisition process implementing Federal Statutes, Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFAR) and Defense Logistics Agency Regulations (DLAR).